

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 7-78

8 November 1978

TO: Agency Training Officers
Budget and Fiscal Officers

SUBJECT: Tuition Advances for Agency Sponsorship at
Local Colleges and Universities:
1979 Spring Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1979 Spring Semester must have approval by the Office of Training prior to registration.

Those who desire a tuition advance should comply with the following schedule:

15 December 1978, Friday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 15 December will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

9 January 1979, Tuesday: Cash advances will be disbursed in Room 1E78 Headquarters, between 1330 and 1500. There will be no individual advances issued after this date except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursable basis. Accounting instructions will be given at that time.

To prevent delays and necessity for reimbursement instead of an advance, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., training objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also, please indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of state.

STAT Questions may be directed to the Office of Training, (Training Support Division),

NOTE: Requests for courses at colleges with registration dates prior to 9 January 1979 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

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1979 Spring Semester

SCHEDULE - WASHINGTON AREA

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	10-13 January *8-22 November	15 January
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	10-12 January	15 January
<u>University of the District of Columbia</u>	9-13 January	17 January
<u>George Mason University</u>	16-19 January	22 January
<u>George Washington University</u>	11-13 January	15 January
Off-Campus (Consult Off-Campus Schedule)	Various	15 January
<u>Georgetown University</u>	15-16 January	17 January
<u>Howard University</u>	5-8 January	10 January
<u>Montgomery College</u>	Late Nov-23 Jan	23 January
<u>Northern Virginia Community College</u>	3-4 January	8 January
<u>Prince George's Community College</u>	16-17 January	20 January
<u>University of Maryland</u>		
University College	16-17 January	18 January
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	10-24 January	29 January
<u>U.S.D.A. Graduate School</u>	3-7 January	8 January